(🚉 REV. 7/86

DEPARTMENT OF GENERAL SERVICES **Records Management Division**

SCHEDULE NO. 1550

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

	Taryland Transportation Authority	DIVISION
Item No.	Description	Retention
01	Complaints of Discrimination Original complaint forms, correspondence and dispositions on employees of the Maryland Transportation Authority.	Retain in office for three (3) years after closure of case, transfer to Record Center for an additional five (5) years, then destroy.
02	Governor's Code of Fair Practices - General Correspondence Letters, reports, memorandums, newsletters and miscellaneous correspondence.	Retain in office for three (3) years, then destroy.
03	Contractor Compliance On-site Compliance Review on contractors, forms and general correspondence.	Retain in office for three years after closure, then transfer to Records Center for two (2) additional years, then destroy.
04	Handicap Program Letters, reports memoranda, forms, pamphlets and general correspondence.	Retain in office for three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

MAY 1 1 1993 dward C. Paperfore for

State Archivist

Date

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEE-ULE NO. 1550

PAGE NO. 2 of 2

ltem No.	Description	Retention
05	General Correspondence Files These files contain incoming and outgoing correspondence for the Office of MBE/Equal Opportunity. Files also include Affirmative Action Plan correspondence and U.S. Department of Transportation correspondence.	Retain in office for three (3) years, then destroy.
. 06	Minority Business Enterprise Files Files contain general Minority Business correspondence, the Minority Business Enterprise Program Manual and Directory, Minority Business literature, and correspondence.	Retain Program Manual and Directory permanently, transfer periodically to the Maryland State Archives. Retain other files in office for one (1) year, then destroy.
07	Modal Administration Files Files contain reports, incoming and outgoing correspondence, and contractors and Departmental Affirmative Action plans. Unofficial Personnel Files These files consist of the following:	Retain in office for one year, then destroy.
	Employee Personnel History files. (Office Copy only)	Retain in office for three (3) years after separation from State service, then destroy.
	Daily Time Sheets.	Retain for one (1) year, then destroy.
	Personnel Detail by Race and Sex Quarterly Reports.	Retain in office for one year, then destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	RECORDS MANAGE	EMERAL SERVICES MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY	
GS 550-1)	P.O. B JESSUP, MAR	XX 275	PAGE 1 OF 7	
1. DEFARTMENT/AGENCY TRANSPORTATION	2. DIVISION Maryland Tra	-	3. UNIT Equal Opportunity Office	
DEFINITION-RECORD SERIES . REFEREN	OF RELATED RECOR	Ority DB Normally Filed Ention and Dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	· ·	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
•	S OF DISCRIMIN	ATION	84 To present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Original complaint forms, To document investigation and				
correspondence and disp complaints filed by MdT	osition on	Retain 8 ye then shred	s position regarding case. ears after disposition and - Copy of determination adefinitely.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
R LETTER SIZE □ MICROFILM	. □ ALPHABETI	CAL	9 FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		1 1/2 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	I CAL	NUMBER D OTHER (SPECIFY)	
audio Tape C Video Tape	□ GEOGRAPHI	CAL		
OTHER(SPECIFY)	O OTHER (SPE	CIFY)	10. ANNUAL ACCUMULATION D FILE DRAWER(S)	
			Varies D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED As neede	:d	12. FILE BECOME	S INACTIVE AFTER	
D DAILY D WEEKLY	□ MONTHLY	NUMBER D)	MONTH(S) XD YEAR(S)	
Engineering/Finance Bldg. 3rd floor - F.S. Key Bridge		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES \$\mathcal{P}_XNO\$		
15. ACCESS RESTRICTIONS TYPES D NO		16. AUDIT REQUIREMENTS XIX NONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
D YES IN NO		8 years		
18. NAME AND TITLE OF PREPARER W.Franklin Bowles Equal Opportunity Office	20. TELEPHONE N 410 288-84		21. DATE 9/24/92	

DGS 550-4 (REVISED 2/87)

				
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE (SGS 550-1)	7278 WATE P.O. B JESSUP, MAR	OX 275	PAGE 2 OF	
1. DEFARTMENT/ACENCY TRANSPORTATION	2. DIVISION Maryland Transportation		3. UNIT Equal Opportunity Office	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
REFERENC	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES .	
4. RECORD SERIES TITLE Gover Gene	s. EARLIEST YEAR/LATEST YEAR89TO92_			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. Letters, reports, memorandums, General reference Retained in office for three years and then destroyed.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
LETTER SIZE D MICROFILM	□ ALPHABETIC	EAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		1/4 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	₽ CHRONOLOG	ICAL	NUMBER D OTHER(SPECIFY)	
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	O OTHER(SPECIFY)		FILE DRAWER(S) MICROFILM REEL(S) OR I COMPUTER TAPE(S)	
11. FILE IS USED			U DIREK(SPECIFY)	
DAILY DWEEKLY	₹ MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 D MONTH(S) D YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL	OOR ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Engineering Finance Bldg. Human Resources - 2nd floor		(IF YES, SPECIFY AGENCY OR OFFICE) TYES ONO		
15. ACCESS RESTRICTIONS Q YES ONO (IF YES, CITE LAW(S) & REGULATION(S) Md. Publication Act Section 10-616 Personnel		16. AUDIT REQUIREMENTS NONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BETEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES Ø NO		3 years		
		· .		
19. NAME AND TITLE OF PREPARER W. Franklin Bowles Equal Opportunity Office	20. TELEPHONE N 410 288-84		21. DATE 9/24/92	

DCS 550-4 (REVISED 2/87)

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY				
DGS 550-1)			PAGE 3 OF 7				
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT				
TRANSPORTATION	Maryland Trai	nsportation ority 	Equal Opportunity Office				
	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR				
4. RECORD SERIES TITLE	REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR						
Contractor Compliance Fi	.les		85 Topresent				
			ATION/DOCUMENTS/FORKS FOUND				
On-site compliance review on contractors, forms and general correspondence relative to compliance with MDOT MBE Program. (Separate file maintained for each contract over \$100,000. awarded by the Authority) Retain in office three years after closure, then transfer to Records Center for 2 additional years, then destroy.							
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME				
QLETTER SIZE O MICROFILM	A ALPHABETI	, · · -	xQ FILE DRAWER(S)				
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)				
D BOUND BOOK OFLOPPY DISK	D CHRONOLOG	ICAL	O COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)				
D AUDIO TAPE D VIDEO TAPE	D. GEOGRAPHIO	CAL					
OTHER(SPECIFY)	OTHER(SPECIFY)		XD FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)				
		T	O OTHER(SPECIFY)				
Z DAILY D WEEKLY	T FILE IS USED WEEKLY MONTHLY		12. FILE BECOMES INACTIVE AFTER 3				
Engineering Finance Building - Human Resources - 2nd floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XQ NO					
15. ACCESS RESTRICTIONS TYES TO NO (IF YES, CITE LAW(B) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE XX STATE D FEDERAL D INDEPENDENT					
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION					
D YES DXXNO		Five years					
			•				
18. NAME AND TITLE OF PREPARER 20. TELEPHONE N W.Franklin Bowles 410 288-84 Equal Opportunity Officer			21. DATE 9/24/92				
DGS 550-4 (REVISED 2/87)			<u> </u>				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE OGS 550-1)	DEFARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 4 OF 7
1. DEFARTMENT/AGENCY	2. DIVISION Maryland Trai	nsportation	3. UNIT Equal Opportunity Office
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	Program / ADA		5. EARLIEST YEAR/LATEST YEAR _'88 TO _'92_
	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) and documentation	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
N LETTER SIZE O MICROFILM	- ALPHABETIC	CAL	P FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		O MICROFILM REEL(S) O COMPUTER TAPE(S) NUMBER O OTHER(SPECIFY)
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	I CAL	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIO	CAL	10. ANNUAL ACCUMULATION
O OTHER(SPECIFY)	O OTHER(SPECIFY)		D FILE DRAWER(S) Varies D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED	L	12. FILE BECOME	S INACTIVE AFTER
DAILY XXWEEKLY	□ MONTHLY		MONTH(S) XXP YEAR(S)
Engineering/Finance Bldg. F.S. Key Bridge - 3rd floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES & NO	
15. ACCESS RESTRICTIONS TYPES 20 NO (IF YES, CITE LAW(B) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION
□ YES & NO		Retain a then des	at facility three years stroy.
19. NAME AND TITLE OF PREPARER W. Franklin Bowles Equal Opportunity Office	20. TELEPHONE N 410 288-84		21. DATE 9/24/92

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF G RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY	
OGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 5_ OF _ 7	
1. DEFARTMENT/AGENCY	2. DIVISION		s. unit Equal Opportunity Office	
TRANSPORTATION DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	PE NORMALLY FILED	AND USED AR A UNIT FOR	
DEFINITION-RECORD SERIES -	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE GENERA	L CORRESPONDEN	NCE	B. EARLIEST YEAR/LATEST YEAR _'89 TO Present	
			ATION/DOCUMENTS/FORMS FOUND	
File contains incoming and correspondence of a genera	outgoing l nature.	Retain in of then destroy	fice three years and .	
	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
XXLETTER SIZE O MICROFILM	- ALPHABETI	CAL	Ø FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		1/5th COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	₽ CHRONOLOG	ICAL	NUMBER O OTHER(SPECIFY)	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIO	CAL		
OTHER(SPECIFY)	OTHER(SPE	IFY)	D FILE DRAWER(S) MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
D DAILY & WEEKLY	□ MONTHLY	3 D	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.00R,R00M)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
		(IF YES, SPECIFY AGENCY OR OFFICE) O YES O NO		
15. ACCESS RESTRICTIONS TYPES (1F YES, CITE LAW(S) & REGULAT	A	16. AUDIT REQUIREMENTS		
(100(5)	A NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIPE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION	
D YES 3 NO		Three years.		
TIES TO NO		_		
		,		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	U MET P	21. DATE	
W.Franklin Bowles	410 288-84		9/24/92	
Equal Opportunity Office	erî	I		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
TH RECORDS RETENTION SCHEDULE	7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 6 OF 7	
1. DEFARTMENT/AGENCY TRANSPORTATION			3. שוד. Equal Opportunity Office	
DEFINITION-RECORD SERIES - A GROUP	Author of related record	DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
MINORITY BUSINESS EN				
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND REPOSE OR FUNCTION OF THE SERIES	
Correspondence with MDOT MBE Manual and Directory, inquiries from MDOT. Gene correspondence regarding M	recertificati eral			
·	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
Q LETTER SIZE D MICROFILM	□ ALPHABETICAL		XXFILE DRAWER(S)	
LEGAL SIZE O COMPUTER TAPE	D NUMERICAL		1 1/2 COMPUTER TAPE(S)	
D BOUND BOOK OFLOPPY DISK	X9K CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHIC	TAL	10 ANDUM ACCIDED AT 100	
O OTHER(SPECIFY)	OTHER(SPEC	IFY)	10. ANNUAL ACCUMULATION	
			D MICROFILM REEL(S)	
11. FILE IS USED		12. FILE RECOME	O OTHER(SPECIFY) S INACTIVE AFTER	
	O MONTHLY		MONTH(S) XW YEAR(S)	
Engineering Finance Blo Third Floor - Francis S	dg.	fir yes, sp	ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS O YES		16. AUDIT REQUIREMENTS		

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION	
D YES & NO		Three yea	ars	
		·		
19. NAME AND TITLE OF PREPARER W.Franklin Bowles Equal Opportunity Office	20. TELEPHONE N 410 288-84		21. DATE 9/24/92	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTORY	
JESSUP, MARYL		YLAND 2,0794	PAGE 7: OF - 7	
1. DEFARTMENT/AGENCY TRANSPORTATION	2. DIVISION Maryland Transportation		3. UNIT Equal Opportunity Office	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR	Ority DB Normally Filed Ention and Dispos	AND USED AB A UNIT FOR	
4. RECORD SERIES TITLE	· ·	ENTION AND DISCOS		
ADMINISTRATION F	ILES (MdTA)		86 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. Correspondence between various divisions of the Authority. MdTA Affirmative Action Plan, Race & Sex Statistics on Authority personnel, Daily time sheets for EO Office.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME	
XXLETTER SIZE O MICROFILM	X ALPHABETIC		Exfile DRAWER(S)	
LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)	
D BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S) MICROFILM REEL(S) 3/4 NUMBER COMPUTER TAPE(S) COTHER(SPECIFY)	
11. FILE IS USED XX DAILY	□ MONTHLY		s inactive after wonth(s) ^{XX} Year(s)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Equal Opportunity Office - 3rd floor Engineering Finance Bldg. Key Bridge		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XXNO		
15. ACCESS RESTRICTIONS TYPES YOUNG (IF YES, CITE LAW(B) & REGULATION(S)		16. AUDIT REQUIREMENTS XQ NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YEB.EXPLAIN BEHEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES PX NO	3 year		s	
19. NAME AND TITLE OF PREPARER W.Franklin Bowles Equal Opportunity Office	20. TELEPHONE N 410 288-84		21. DATE 9/24/92	

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